

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References ACA Standard 4-4015; 2-CO-1A-19, 2-CI-6B-1 KRS 196.035	1.5	2
	*	December 16, 2013
	Subject	“NEW” STAFF MEETINGS

I. DEFINITIONS

“None”

II. POLICY AND PROCEDURE

It is the policy of the Department of Corrections to conduct regular meetings between the agency administrator and all department heads and between department heads and key staff members in order to maintain a channel of communication. This policy is applicable to all institutions and Central Office.

A. Scheduling and Conducting Meetings

Specific procedures shall be required when preparing for and conducting staff meetings within the Department. Individual office, institution, branch, or division meetings shall be determined by the individual department.

1. The department head or designee shall determine the date, time, and location for each meeting and notify key staff members in advance. These meetings shall be held at least monthly.
2. Key staff members shall have the opportunity to submit agenda topics for discussion prior to the meeting.
3. The department head or designee shall oversee and facilitate the meeting.
4. Attendance to the meetings shall be recorded.
5. Meeting minutes shall be prepared, distributed and retained for historical purposes.

B. Purpose of Meetings

1. To plan, organize, and make recommendations for procedural changes.
2. To resolve problems or differences that may arise between departments.
3. To solicit staff input into programs, policies and procedures.
4. To communicate current issues with staff regarding the Department.